

28 February 1991

Personnel-General

ARMY HEALTH PROMOTION PROGRAM

Summary. This supplement provides guidelines for completing TRADOC Form 688-R (TRADOC Health Promotion Statistical Report) (RCS ATPL-85). This report captures information concerning health promotion classes/clinics and health risk appraisals conducted on TRADOC installations.

Applicability. This supplement applies to TRADOC installations.

Supplementation. Supplementation of this publication is encouraged to tailor health promotion programs and reporting procedures to the local command. If supplements are issued, furnish one copy to Commander, TRADOC, ATTN: ATBO-FA Fort Monroe, VA 23651-5000.

Forms. "R" form at the back of this supplement is for local reproduction. Have it printed through your forms management officer.

Suggested improvements. The proponent of this supplement is the Deputy Chief of Staff for Base Operations Support. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-FA, Fort Monroe, VA 23651-5000.

AR 600-63, dated 17 November 1987, is supplemented as follows:

Paragraph 1-16, Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC).

1-16e. (Added) Prescribes policy and provides instructions for completing TRADOC Form 688-R (RCS ATPL-85).

Paragraph 1-22, Commanders, TRADOC installations. (Added) These commanders will—

- a. Ensure that functional proponents are aware of information requirements.
- b. Establish local protocol for collection of required data.
- c. Ensure their Fit to Win Coordinators complete TRADOC Form 688-R (RCS ATPL-85), using information provided by the functional proponents. Mail the form to Commander, TRADOC, ATTN: ATBO-FA, by the 15th day of the month following the end of each quarter. Instructions for preparing the form are at appendix B.

Appendix A, References Section IV (Added) Prescribed File Numbers

600-63a

Army health promotion files

Authority:

Privacy Act:

Documents related to activities designed to promote, improve, or protect physical, emotional, or spiritual health. Includes correspondence, flyers, printed material, presentations, briefings, films, tapes, and similar material pertaining to antitobacco, physical conditioning, weight control, nutrition, stress management, alcohol and drug abuse prevention and control, hypertension, suicide

prevention, spiritual fitness, and oral health. EXCLUDED are documents which are appropriately filed under the prescribing directive for the programs; e.g., documents on weight control program, AR 600-9, alcohol and drug abuse prevention and control, AR 600-85.

Disposition Instruction:

Retain in CFA until disposition instructions are published in AR 25-400-2.

600-63b.

Health Promotion Council (HPC) files

Authority:

Privacy Act: Not applicable

Information pertaining to administration and control of the health promotion program. Included are documents establishing the HPC, its membership, assessments, plans, agenda, minutes of meetings and related papers.

Disposition Instruction:

Retain in the CFA until disposition instructions are published in AR 25-400-2.

600-63c

Health risk appraisal files

Authority:

Privacy Act: A0040-66bDASG

Information pertaining to individuals, their health risk profile, and ways to improve lifestyles and reduce health risks. Included are schedules, rosters, questionnaires, medical tests, laboratory analyses, and health risk appraisal profiles.

Disposition Instruction:

(1) Administrative documents: Retain in the CFA until disposition instructions are published in AR 25-400-2.

*This supplement supersedes memorandum, HQ TRADOC, ATPL-FA, 25 Apr 88, subject: Memorandum of Instruction, TRADOC Health Promotion Statistical Report, RCS ATPL-85.

**TRADOC Supplement 1
to AR 600-63**

(2) Medical tests and profiles: Place in individual's medical records maintained by the Medical Treatment Facility.

600-63d
Suicide prevention files

Authority:

Privacy Act:

Information pertaining to the Army Suicide Prevention Program (ASPP), Suicide Prevention Task Force (SPTF), Family Member Suicide Prevention Program (FMSPP), psychological autopsy, and training. Included are documents establishing the programs and task force, coordination of helping services, and education and training.

Disposition Instruction:

Retain in the CFA until disposition instructions are published in AR 25-400-2.

600-63e.
Report files

Authority:

Privacy Act:

Information pertaining to health promotion, fit to win program, awareness, education, health risk appraisal and lifestyle modification, suicide and suspected suicide of soldiers, family members, and Army civilians, and psychological autopsy of soldier deaths. Included are reports and data analyses.

Disposition Instruction:

Retain in the CFA until disposition instructions are published in AR 25-400-2.

Appendix B (Added)
Instructions for Preparing TRADOC
Form 688-R (RCS ATPL-85)

B-1. Education/clinic sessions conducted on installation (Part I). Part I of TRADOC Form 688-R (ATPL-85)

FOR THE COMMANDER:

OFFICIAL:



DAVID G. FITZ-ENZ
Colonel, GS
Deputy Chief of Staff for
Information Management

DISTRIBUTION:
TRADOC Installations: D

CF:
HQDA (DAPE-MPH)
Commander, HSC

includes classes, clinics, and awareness campaigns relating to the functional areas of health promotion listed in AR 600-63. Report such programs conducted on the installation during the reporting period on TRADOC Form 688-R regardless of the local proponent agency for the activity. Following is an explanation of each reporting level:

a. Level 1 - Awareness. Level 1 includes distribution of pamphlets, posters, articles/newsletters, payroll inserts, flyers, bulletin board displays, and health fairs. Generally any health promotion literature provided without follow-up or formal classroom training is considered Level 1.

b. Level 2. - Education. Level 2 includes programs with formal classroom training and/or featured speakers. Film and slide showings are included in this level. Examples are Fit to Win luncheons with speakers, unit training sessions, facility openings, and group classes. Education beyond simple awareness occurs at this level.

c. Level 3 - Lifestyle modification. Level 3 includes programs that employ behavior modification techniques and monitor participants' progress. Programs in this category exhibit the highest level of education with the greatest potential for change. Examples are smoking cessation clinics, ongoing exercise programs, weight management programs, and regularly scheduled support groups. For example, an 8-week smoking cessation clinic to help participants give up smoking is a Level 3 activity.

B-2. Health risk appraisals (Part II).

a. Report health risk appraisals conducted during the reporting period according to category of client. If clients fit into more than one category, report them only once; e.g., civilian employees who are also family members will only be included in the civilian employee category.

b. Report the total number (both male and female) of health risks identified according to the given categories. This information is obtained from the health risk appraisal software.

JAMES W. VAN LOBEN SELS
Major General, GS
Chief of Staff

TRADOC HEALTH PROMOTION PROGRAM STATISTICAL REPORT (TRADOC SUPPL 1 to AR 600-63)

REQUIREMENTS CONTROL SYMBOL
ATPL-85

INSTALLATION:

REPORTING PERIOD:

PREPARED BY: (SIGNATURE)

AUTOVON:

PART I - EDUCATION/CLINIC SESSIONS (Conducted on Installation)

		NUMBER OF SESSIONS/EVENTS	ATTENDEES/CONTACTS				
			ACTIVE DUTY ARMY	DOD CIV	FAM	RET	RC
ALCOHOL/ DRUGS	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
ANTI- TOBACCO	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
EXERCISE/ FITNESS	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
STRESS MANAGEMENT	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
NUTRITION & CHOLESTEROL	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
WEIGHT CONTROL	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
DENTAL HEALTH	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
HYPERTENSION	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
SPIRITUAL FITNESS	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
SUICIDE PREVENTION	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
GENERAL WELLNESS	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
OTHER (SPECIFY)	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
	LEVEL 1						
	LEVEL 2						
	LEVEL 3						
	LEVEL 1						
	LEVEL 2						
	LEVEL 3						

TRADOC HEALTH PROMOTION PROGRAM STATISTICAL REPORT (CONTINUED)

PART II - HEALTH RISK APPRAISALS

	SCREENED	HEALTH RISKS (Number of Cases)					
		USE TOBACCO	CHOLESTEROL OVER 200	CONSIDERED SUICIDE IN LAST YEAR	RARELY OR NEVER DO TSE/BSE	HIGH BLOOD PRESSURE	WEIGHT OVER ARMY STANDARDS
A. ACTIVE DUTY ARMY							
C. DOD CIVILIANS							
D. FAMILY MEMBERS NOT IN C ABOVE							
E. RETIREES NOT IN C ABOVE							
F. RC PERSONNEL							
G. TOTAL							

COMMENTS: